

By signing onto this Code of Conduct of Centro de Trabajadores Unidos: Immigrant Workers' Project, I, _____, on behalf of myself, _____ recognize that I am joining a prestigious group of business owners who understand and promote the respectful treatment of their workers, and shall be recognized within the community as an outstanding business so long as I comply with the relevant laws and terms of the agreement set forth below. I commit to these values for the health, safety and benefit of my employees and because I recognize that complying with the law is better for business. Employees who are treated well and earn a decent wage are generally more satisfied, stay longer and provide better service to my customers. I also understand that investing in health and safety precautions and complying with the law will likely save my business the high costs of injuries and illness.

By signing onto this Code of Conduct, I, _____, on behalf of myself and _____ agree to...

Continue to Respect the Legal Protections of My Employees by...

- a. Maintaining compliance with city, state and federal wage and overtime requirements to create secure and adequate jobs for my employees;
- b. Maintaining compliance with requirements set forth by the Occupational Safety and Health Administration;
- c. Maintaining compliance with workers compensation requirements; making information about the rights and benefits for employees injured on the job available to each employee immediately upon execution of this Code of Conduct and at the beginning of any future employee's employment; and not interfering with any employee's attempt to report an injury or file a worker's compensation claim;
- d. Maintaining a respectful work environment free from hostility and abuse;
- e. Not discriminating against any employee based on race, sex, national origin, color, religion, age, disability or any other basis prohibited by any federal, state or local rule, ordinance or law;
- f. Continuing to comply with state and federal lunch break requirements and providing employees with an appropriate break room equipped with a functioning microwave oven.

Go Above and Beyond by...

- a. Working toward providing paid sick days to workers in order to protect the health and safety of both workers and consumers, as well as a policy for short term leave due to illness;
- b. Soliciting suggestions from all of my employees and not retaliating against anyone for voicing his/her suggestions;
- c. Establishing a neutral and accessible written grievance procedure to resolve potential future conflicts and providing information on such procedures to each employee immediately upon execution of this Code of Conduct and at the beginning of any future employee's employment;
- d. Establishing a written progressive discipline standards, including written notices that provide workers an opportunity to respond, in order to promote awareness of ongoing issues and possible personnel decisions and providing information on such procedures to each employee immediately upon execution of this Code of Conduct and at the beginning of any future employee's employment;
- k. Agreeing to meet with representatives of Centro de Trabajadores Unidos, on not more than a quarterly basis, upon written request by the organization to discuss and attempt to resolve any future issues that may arise.

By signing below, I agree to comply with the above principles. I further understand that I will be recognized by Centro de Trabajadores Unidos as an outstanding local business and that this privilege may be withdrawn at Centro de Trabajadores Unidos' sole discretion for non-compliance.

Name

On behalf of the above businesses